

# New Media and Audio Program

***D.C. Commission on the Arts & Humanities***

## **APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS NMAP 2006**

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Anthony Gittens  
Executive Director



Government of the District  
of Columbia  
Anthony A. Williams, Mayor

### **Deadlines**

**Friday, January 20, 2005 at 6:00 PM**

All applications must be received at the Commission office by this time.

### **Required New Media and Audio Program Workshops**

Assistance in preparing applications is available through workshops held on:

- Thursday, December 8, 2005, 12:00 – 1:00 PM
- Wednesday, December 14, 2005, 6:00 – 7:00 PM

All workshops will be held at the D.C. Commission on the Arts & Humanities office, located at 410 8th Street NW, 5th floor. No reservations are required.

### **About the Commission**

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

### **About the New Media and Audio Program**

The New Media and Audio Program offers grants of up to \$10,000 to artists and arts organizations for support of innovative New Media and Audio projects. **An innovative project is defined as a project that demonstrates the creative fusion of an artistic discipline, interactive information and communications technologies and/or audio production.**



### **Accessibility Services**

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

### **Proveemos asistencia en ESPAÑOL**

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

## Examples of Type of Work Supported

Examples of type of work supported include, but are not limited to, the following:

### New Media Examples

- Artwork installations and/or performances created with information and communication technologies
- Immersive environments
- Web Art
- Software design leading to the production of an original artwork
- Artworks created using artificial intelligence or artificial life software
- “Visual music” performances and/or installations (audio with video or digital visuals)

### Audio Examples

- Sound sculptures
- Sound installations and performances
- Soundscapes
- Radiophonic Art
- Electronic (or other experiments in technologically driven sound art)

## Eligibility

### Individuals:

Individual applicants must be residents of the District of Columbia for at least one year prior to the time of application and maintain DC residency during the grant period. Applicants may **not** use grant funds to underwrite expenses associated with a degree or certificate program at a college, university, or conservatory. Activities for which college or university students receive academic credit are also **ineligible** for consideration. Projects at colleges and universities that have minimal or no community involvement **will not be** considered for funding.

### Organizations:

Organizations must have their principal place of business located in the District of Columbia. Be incorporated as an arts or cultural entity which has exhibition, presentation or training in the arts. Have Federal (IRS) and DC Tax-exempt status for at least one-year prior to the application deadline, and should both be currently in good standing.

Only one application may be submitted per applicant. **At least fifty-one percent of applicant's scheduled activities must occur within the District of Columbia.**

## Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

## Guidelines for Submission of Audiovisual Support Material

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**All applicants must submit audiovisual support material, postmarked no later than the deadline date.**

You must send audiovisual material that gives the members of the peer review panel a fair idea of your particular approach to creating art using new media or audio technologies. This may include your previous professional work or work created as a student, in workshops, or in collaboration with other artists. Send complete works, cued to the sections you want to viewed or heard, or slide documentation of installations. The Commission encourages installation or performance artists to send documentation of their work in video format (DVD or VHS). Send a maximum of two complete items in any of the following formats, following these presentation instructions.

- DVDs, URLs and other new media formats
- audio cassettes (only regular format): one piece per cassette, cued.
- videotapes (VHS only)
- slides

**Do not send originals. The Commission is not responsible for the loss or damage of materials submitted in support of an application.**

## Audiovisual Support Material: Guidelines for New Media and Audio Applicants

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These guidelines will assist you in the submission of computer-based electronic files.

### Hardware/software

- Material must be self-supporting. Please do not assume that we have the required software and plug-ins to open your material. If your material requires plug-ins, please include them in your material.
- Make sure that you send us material that is compatible with a PC Microsoft Office XP or Microsoft 2000 environment.
- Indicate if all or parts of the material must be installed on our hard drive for viewing. Send complete installation.
- If submitting a URL as support material, indicate your preferred browser and version number.

### Functionality

- Test your material before sending to ensure that it is functional and readable. It is your responsibility to ensure that all copies of New Media artworks reach the Commission intact and in a readable format. The Commission assumes no responsibility for unreadable material.
- The Commission is also not responsible if the URL you submit is not functional or your server is down at the moment your support material is reviewed by the peer review panel. Reasonable efforts will be made to return to your site during the adjudication process. You may wish to include a DVD version of your website as a back up.

**Clearly label your support material with the following information. Do not send originals.**

#### Item 1

Title:

Applicant's credit/role:

Type of production (soundscape, installation, etc.):

Format of support material (CD, DVD, etc):

Running time (where applicable):

Completion date:

Explain why you are sending this particular material, what it demonstrates, how it relates to what you are proposing and any special presentation instructions or notes.

**Preferred Platform: PC**

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New Media and  
Audio Program  
Application and Budget Form

APPLICATION DEADLINES:  
Friday, January 20, 2006  
6:00 p.m.

**SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **Please type.**

<b>To complete the following required information, please refer to codes in the Guide to Grants (pages 10-13):</b>		
Applicant Legal Status: _____	Applicant Institution Type: _____	Applicant Discipline: _____
Project Discipline: _____	Artist Type: _____	Type of Activity: _____

**Applicant's Legal Name:** \_\_\_\_\_

**Applicant's Professional Name:** \_\_\_\_\_  
(if different than legal name)

**Address #1:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_  
(P.O. Box Not Accepted)

**Address #2:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Washington, DC Zip Code:** \_\_\_\_\_ **Ward #** \_\_\_\_\_

**Telephone/day** \_\_\_\_\_ **Telephone/eve:** \_\_\_\_\_ **Fax :** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**PROJECT SUMMARY** (up to 30 words, use the space provided, do not photo reduce)

<b>Project is located in Ward(s)</b> _____	
<b>Project Budget: \$</b> _____	<b>Amount Requested: \$</b> _____
<b>Number of artists participating</b> _____	
<b>Number of individuals benefiting (including audience)</b> _____	
<b>Work sample submitted (i.e., 10 slides, 1 videotape)</b> _____	

**PLEASE ATTACH THE ITEMS ON THE NMAA CHECKLIST TO THE APPLICATION FORM**  
Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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## Project Budget

### EXPENSES

#### 1. PERSONNEL

Administrative \_\_\_\_\_  
Artistic \_\_\_\_\_  
Technical Production \_\_\_\_\_

#### 2. SPACE RENTAL

\_\_\_\_\_

#### 3. TRAVEL

Transportation \_\_\_\_\_  
Per Diem \_\_\_\_\_

#### 4. MARKETING/PROMOTION

Printing \_\_\_\_\_  
Advertising \_\_\_\_\_

#### 5. REMAINING OPERATING EXPENSES

Postage \_\_\_\_\_  
Telephone \_\_\_\_\_  
Other (itemize) \_\_\_\_\_  
Equipment\* \_\_\_\_\_

### TOTAL CASH EXPENSES

\_\_\_\_\_ *(add lines 1-5) may not exceed allowable budget*

### INCOME

#### 6. PROJECTED REVENUE \_\_\_\_\_

*In addition to grant funds requested (if applicable)*

#### 7. Grant Amount Requested

\_\_\_\_\_

### TOTAL PROJECT INCOME

\_\_\_\_\_ *(add lines 6-7) should match total cash expenses*

\*Use of grant funds to purchase equipment of \$500 or more per unit, with life expectancy of more than two years is not allowable.

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## Application Checklist

Applicant Name: \_\_\_\_\_

**BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.**

For detailed instructions, see page 9-15 of the Guide to Grants

<b>All Applicants Include:</b>	
<input type="checkbox"/> <b>Checklist</b> <input type="checkbox"/> <b>A self-addressed, stamped mailer if you want your work sample returned.</b>	<input type="checkbox"/> <b>Optional Survey</b>
<b>Project description narrative of up to one single-spaced page. Your Project Description should incorporate the following points:</b> <ul style="list-style-type: none"> <li>▪ A clear description of what you intend to create by the end of the grant period, and</li> <li>▪ The ideas, concepts or technologies you intend to work with</li> </ul>	
<input type="checkbox"/> <b>Artistic statement or Organization's Mission Statement—up to one half pages.</b>	
<input type="checkbox"/> <b>A schedule of activities/project time line. Use up to one page.</b>	
<input type="checkbox"/> <b>Resumé(s) of key personnel involved in the project—up to one page each</b>	
<input type="checkbox"/> <b>Complete project budget form and a budget narrative (up to one page) explaining all items</b>	
<input type="checkbox"/> <b>Cost estimates (commercial invoices and/or price quotes on business letterhead)</b>	
<input type="checkbox"/> <b>No more than four items of additional materials, e.g., reviews, letters of support, programs, brochures, etc. You <u>should</u> include:</b> <ul style="list-style-type: none"> <li>▪ Diagrams, sketches or plans (if applicable), and</li> <li>▪ The rights or option agreements, or letter of permission, for the use of stories, images, music, etc for which you do not hold the copyright</li> </ul>	
<input type="checkbox"/> <b>A brief description of the work sample submitted (treatment, synopsis, audition description, etc)</b>	
<b>ALSO PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET</b>	
<input type="checkbox"/> <b>Work sample, as defined on page 6 and stamped envelope for return of work sample.</b>	
<input type="checkbox"/> <b>A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website</b>	
<input type="checkbox"/> <b>Copy of Metropolitan Police Department Background Check (for individuals working with children and youth)</b>	
<input type="checkbox"/> <b>Copy of Tuberculosis Screening (for staff directly working with children and youth)</b>	

## Grantee Information

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

## Project Descriptors

**Project Descriptors:** Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: \_\_\_\_\_  
 International: \_\_\_\_\_  
 Presenting/Touring: \_\_\_\_\_  
 Technology: \_\_\_\_\_  
 Youth at Risk: \_\_\_\_\_

**Arts Education:** Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

## Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>